

ES&H and EMS Performance Measures Policy

1.0 APPROVAL RECORD

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The official approval record for this document is maintained in the Training, Documents & Records Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

This policy communicates a set of safety related performance objectives, measures and expectations to supervisors, group and section leaders, department managers and program and division directors of the Ames Laboratory. This policy supports the Environment, Safety and Health (ES&H) and Environmental Management System (EMS) performance objectives of the DOE and the Ames Laboratory.

3.1. Definitions

Objective: Statement of desired end results for an organization.

Measure: Quantitative or qualitative method or characteristic for describing performance that, when satisfied, indicates successful achievement of an objective.

Expectation: Quantitative or qualitative conditions or target levels used to evaluate performance for each measure.

4.0 ES&H AND EMS PERFORMANCE MEASURES POLICY

All of the Ames Laboratory employees have responsibilities to complete required training, review new and existing work activities and correct identified safety deficiencies. Supervisors, group and section leaders, department managers and program/division directors have additional responsibilities to ensure safety performance of employees and activities under their supervision fulfill the following performance objectives, measures, and expectations.

4.1. Training

Objective: Supervisors shall ensure that employees receive safety related training for assigned duties including General Employee Training (GET), mandatory training courses, job (activity)-specific training and shall review the Hazard and Training Templates for each employee within their supervision to ensure the templates accurately reflect the employee's responsibilities.

Measure: Percent of employees who have completed General Employee Training (GET) and other mandatory training courses.

Expectation: All employees must complete General Employee Training (GET) and other mandatory training.

Performance Levels:
100 % = Meets Expectation
< 100 % = Needs Improvement

4.2. Definition and Review of Work Activities

Objective: Supervisors, group leaders, department managers and program and division directors shall ensure that work has been clearly defined and planned, and activities are reviewed according to the Readiness Review procedure.

Measure: Percent of Activities with current Reviews.

Expectation: All work must be performed within defined and reviewed activities.

Performance Levels:
100 % = Meets Expectation
< 100 % = Needs Improvement

4.3. Close-out of Safety Deficiencies

Objective: Supervisors, group leaders, department managers and program and division directors shall ensure that deficiencies are closed-out within assigned time periods.

Measure: Percent of safety deficiencies closed out within assigned time periods.

Expectation: All safety deficiencies must be closed out within assigned time periods.

Performance Levels:
100 % = Meets Expectation
< 100 % = Needs Improvement

4.4. Environmental Protection

Objective: Supervisors, group leaders, department managers and program and division directors shall promote environmental protection principles and practices and the Ames Laboratory's Environmental Management System (EMS) goals.

Measures and Expectations:

Waste Minimization

- Purchase only the quantities of hazardous materials necessary.
- Reuse materials to the extent possible.

Pollution Prevention

- Do not dispose of hazardous materials in drains or trash receptacles.
- Do not utilize fume hoods as a disposal mechanism (i.e., evaporation).
- Comply with Ames Laboratory Waste Management practices.

Energy and Natural Resource Conservation

- Purchase EPA-designated recycled content products, when possible.
- Purchase energy efficient devices, such as ENERGY STAR devices when possible.
- Switch off lights and computers when possible.
- Return fume hood sashes to rest position after usage.
- Recycle white paper and mixed paper
- Set the default on printers to duplex and use the energy savings features on computers to the full extent possible.

5.0 POST PERFORMANCE ACTIVITY

Supervisors review performance of these objectives, measures and expectations during the annual performance appraisal process.